

SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title: **STUDENT AIDE**

Jurisdictional Class: **Labor**

Date Adopted: **Unknown**

Date Revised:

Jurisdictions: **Schools**

Union Status:

Pay Grade:

DISTINGUISHING FEATURES OF THE CLASS: These duties involve the performance of routine tasks by students assisting the teaching staff and other personnel in carrying out functions and activities related to school district programs. The work is carried out under direct supervision in accordance with specific instructions. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

May assist in preparing and serving food in the school cafeteria and in cleaning kitchen and dining areas;

May assist custodial staff in cleaning and routine maintenance activities;

May perform typing, filing and other routine clerical duties;

May assist in supervising gymnasium, playground and other recreational activities;

May answer the telephone and deliver messages;

May pick up and deliver mail and supplies;

May operate audio-visual equipment;

May issue and retrieve athletic equipment.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good general intelligence; ability to understand and carry out oral and written instructions; ability to get along well with others; ability to maintain simple records.

MINIMUM QUALIFICATIONS: None.